

## NOVEMBER 7, 2012 – WORK SESSIONS

## Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, November 7, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Helen Price Johnson, Chair** **Staff: Pam Dill**  
**Kelly Emerson, Member - via telephone**  
**Angie Homola, Member**

**Staff Present: Bill Oakes, Director, Bryant Mercil, Steve Marx, Jerry Mingo, Connie Bowers, Dave Bonvouloir**

**Others Present:** Elaine Marlow, Budget Director

Record @ 00:05

## Public Works

**Subject/Description: RTPO-STP (R) Project Submittals**

**Attachment:** Project Area Map

**Action Requested:** Approval of STP-R 2012 Project submittals: Countywide Aerial mapping; Terry's Corner Phase 4; East Camano Dr./Monticello Dr./Elger Bay Rd./Intersection; Freeland Trail

**Follow Up:** Okay with full Board to move forward to a Monday meeting.

**Subject/Description:** Adult Jail HVAC Upgrade-Project Status Discussion

**Attachment:** yes

**Action Requested:** Island County, through the Department of Enterprise Services, selected Energy Services Contractor (ESCO) to conduct an Investment Grade Audit (IGA). Bill requested approval from the Board to move forward with the audit.

**Follow Up:** Okay with full Board to move forward with the audit.

## Roads

**Subject/Description:** Sole Source Resolution – Blinker Signs for Polnell Road

**Attachment:** Memorandum & Sole Source Resolution No

**Action Requested:** PO# 8196 for two Double Side Road and Advisory Speed Plaque BlinkerSigns equipped with radar vehicle detection units, from Traffic Safety Supply Co., Inc.; Total Amount: \$8,657.96 incl. sales tax and cost of freight.

**Follow Up:** Okay with full Board to move forward with sole source resolution.

## Solid Waste

**Subject/Description: Curbside Recycling Discussion**

**Attachment:** Briefing Summary

**Action Requested:** Bill updated the Board on the results of the RFP for curbside recycling. The County received one response from Waste Connections, parent company to Island Disposal Inc., the current state-franchised hauler. Combined subscription service would add \$11.60/month for

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 174**

recycle service to residential trash collection service and \$20.65/month for recycle service subscriptions independent of trash collection service.

Combined subscription service would require enacting a Level of Service Ordinance (LOS) administered by Island Disposal with oversight by the Washington Utilities & Transportation Commission (WUTC). All curbside program costs and prices would be analyzed by the WUTC to ensure that rates are justified and the franchised hauler must abide by WUTC decisions.

**Follow Up:** A majority of the Board approved moving forward with a Level of Service Ordinance which will require Waste Connections to develop a formal proposal for review by the WUTC.

## **Human Resources**

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 7, 2012 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member - via telephone  
Angie Homola, Member

**Staff Present: Melanie Bacon, Human Resource Director**

**Others Present: Elaine Marlow, Budget Director, Bob Pederson, Jackie Henderson, Undersheriff Mauck, Brooke Powell, Jill Wood**

Record @ 01:04:54

### Subject/Description: Job Requisitions

**Attachment:** yes

**Action Requested:**

## Planning

- Planning Tech 1, reclassification of Admin Assistant C-6, C-7, 1 FTE #087/12
- Planning Tech 1, reclassification of Admin Assistant C-7, C-7, 1 FTE #088/12  
*Commissioner Homola moved to approve Job Requisitions #087/12 & 088/12. The motion was seconded by Commissioner Emerson and carried unanimously.*
- 2 Current Use Planner Associates C-11, promotion from Current Use Planner Assistants C-10  
*Commissioner Homola moved to approve promotions for 2 Current Use Planner Assistants C-10 to Current Use Planner Associates C-11. The motion was seconded by Commissioner Emerson and carried with a vote of 2 in favor and 1 abstention. Commissioner Emerson abstained.*

## Human Services

- Substance Abuse Counselor, replacement, C-11, 1 FTE #084/12  
*Commissioner Homola moved to approve Job Requisition #084/12. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Substance Abuse Program Manager, replacement, C-13, 1 FTE #092/12  
*Commissioner Homola moved to approve Job Requisition #092/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 175  
NOVEMBER 7, 2012 – WORK SESSIONS**

**Sheriff:**

- Lieutenant (acting), temporary replacement, GD 13, 1 FTE #089/12  
*Commissioner Homola moved to approve Job Requisition #089/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Public Health**

- Assessment Supervisor, replacement, NR13, 1 FTE #083/12  
*Commissioner Homola moved to approve Job Requisition #083/12. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Department Assistant – Data Entry, Temporary, replacement, C-6 1 FTE #091/12  
*Commissioner Homola moved to approve Job Requisition #091/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Juvenile Court:**

- 1 Drug Court UA Tech, change from temporary to regular position, 6 hours per month, NR 15 #085/12  
*Commissioner Homola moved to approve Job Requisition #085/12. The motion was seconded by Commissioner Emerson and carried unanimously.*
- 1 Drug Court UA Tech, change from temporary to regular position, 6 hours per month, NR 15 #086/12  
*Commissioner Homola moved to approve Job Requisition #086/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Civil Service**

- Secretary/Chief Examiner, replacement, NR7, .29 FTE #090/12  
*Commissioner Homola move to approve Job Requisition #090/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, November 7, 2012, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**      **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Kelly Emerson, Member – via telephone**  
   **Angie Homola, Member**

**Staff Present:**      **Jackie Henderson, Director**

**Others Present:**      **Elaine Marlow, Budget Director**

Record @ 01:51:12

**Subject/Description:** Request for Exemption from the competitive solicitation process

**Attachment:** yes

**Action Requested:** Waiver exception to the RFP process for all future Senior Services of Island County contracts.

**Follow up:**      Okay with full Board.

**Subject/Description:** Request for Exemption from the competitive solicitation process

**Attachment:** yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 176  
NOVEMBER 7, 2012 – WORK SESSIONS**

**Action Requested:** Waiver exception for Jail Transition Services with Compass Health for the 8 month period between November 1, 2012 and June 30, 2013.

**Follow up:** Okay with full Board.

**Subject/Description:** VA Work Study Program

**Attachment:** yes

**Action Requested:** Veterans in a college degree or vocational program can “earn while you learn” with a VA work-study allowance. Jackie would like to pursue a 20 hour per week front office staff/support position.

**Follow up:** Okay with full Board.

**Subject/Description:** Training for Law Enforcement – “Communication with Aggressive, Mentally Ill and Emotionally Disturbed Individuals”

**Attachment:** yes

**Action Requested:** Request to pay for lunch for county employees at local mandated training November 16, 2012 from 8:00 a.m. – 5:00 p.m.

**Follow up:** Okay with full Board.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 7, 2012 at 11:00 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair

**Staff:** Pam Dill

Kelly Emerson, Member –via telephone

Angie Homola, Member

**Staff Present:** Bob Pederson, Director, Paula Bradshaw, Brad Johnson, Karen Stewart

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:00

**Subject/Description:** Sign Code (cont from 10/10/12)

**Attachment:** Memorandum dated 10/30/12 from Brad Johnson, to BOCC

**Action Requested:** Brad Johnson briefed the Board on modifications and revisions staff made to the sign code in response to suggested changes requested by the Board at their October 10, 2012 work session.

**Follow up:** Okay with full Board to schedule for public hearing at the Board’s Monday December 3, 2012 meeting.

**Subject/Description:** SMP update (cont from 10/17/12)

**Attachment:** Managing Future Shoreline Armoring and the Legal Framework under the Shoreline Management Act-Summary

**Discussion:** Karen Stewart distributed to the Board a guidance paper from DOE relating to shoreline armoring. Discussion items included the string line/liability issue, aquaculture, in particular fish net pens, and public access.

**Follow up:** Public Hearing scheduled for November 19, 2012 at 6:00 p.m.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 177**

## Health Department

Wednesday, November 7, 2012, at 1:00 p.m., in the Island County Annex Building,

**County Commissioners: Helen Price Johnson, Chair**

**Staff: Pam Dill**

**Kelly Emerson, Member –via telephone**

## Angie Homola, Member

**Staff Present: Kerry Graves, Jill Wood, Doug Kelly**

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:00:06

## Administration

**Subject/Description:** South Whidbey office location

**Attachment:** none

**Information:** Health Department's lease with Goosefoot at the Bayview Corner building will

**Subject/Description: Department of Health – 2012-2014 Consolidated Contract**

**Attachment:** Contract No. C16886, Amendment No. 5

**Action Requested:** Approval of 2012-2014 Consolidated Contract No. C16886 (5); adds

**Follow up:** Okay with full Board to move forward to a Monday agenda.

## Environmental Health

**Subject/Description: Purchase Order No. 9523 – Schlumberger Water Services**

**Attachment:** PO #9523

**Action Requested:** Approval of PO# 9523; Schlumberger Water Services for data loggers;

**Follow up:** Okay with full Board to authorize the Health Director to sign purchase order.

## Commissioners Agenda

The County Commissioners met during Work Session on Wednesday, November 7, 2012 at 1:15

Present were:

**County Commissioners: Helen Price Johnson, Chair**

**Staff: Pam Dill**

**Kelly Emerson, Member – via telephone**

**Angie Homola, Member**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 178  
NOVEMBER 7, 2012 – WORK SESSIONS**

**Others Present:** Elaine Marlow, Budget Director, Debbie Thompson

Record @03:11:26

**Subject/Description:** BOCC calendars

**Attachments:** yes

**Discussion:** In order to accommodate schedules and time sensitive issues the Board agreed to cancel Roundtable and begin the regular business meetings at 11:00 a.m. on both November 26 and December 24.

**Subject/Description:** 2013 2% Hotel-Motel Tax

**Attachments:** yes

**Action Requested:** Approval of the 2% Hotel-Motel Lodging Tax Committees recommendations with the addition of \$4,000.00 to the Island County Historical Society Museum from the Commissioner's Discretionary Fund.

**Follow up:** Okay with full Board.

Record @3:59:20

**Subject/Description:** Discharge of firearms - Norcliffe community

**Attachments:** none

**Action Requested:** Commissioner Homola has been working with staff and the community to draft an ordinance establishing procedures for designating no shooting areas though a petition method.

**Follow up:** Okay with Board to put on the November 21<sup>st</sup> Work Session agenda for further discussion.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 7, 2012, at 1:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
**Staff:** Pam Dill  
Kelly Emerson, Member –via telephone  
Angie Homola, Member

**Staff Present:** Elaine Marlow, Budget Director, Don Mason

Record @03:48:14

**Subject/Description:** Island County Conservation Futures Funding Grant Agreement

**Attachments:** yes

**Action Requested:** Island County Conservation Futures Funding Grant Agreement Whidbey Camano Land Trust Indian Point Acquisition Project. This Agreement provides funding to the grantee to acquire nearly 70 acres at Indian Point for conservation purposes. The total amount of funding is \$60,000.

**Follow-up:** Okay with full Board to move to a Monday regular agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 179  
NOVEMBER 7, 2012 – WORK SESSIONS**

**Subject/Description:** Island County Conservation Futures Funding Grant Agreement

**Attachment:** draft contract

**Action Requested:** Skagit Fisheries Enhancement Group – Swan Lake Habitat Assessment and Restoration Feasibility Study.

**Follow up:** Okay to move forward to a regular agenda pending legal review.

**Subject/Description:** Island County Conservation Futures Funding Grant Agreement

**Attachment:** yes

**Action Requested:** City of Langley Conservation Futures Application for Noble Creek Property

**Follow up:** Tabled to the November 21<sup>st</sup> Work Session.

**EXECUTIVE SESSION ANNOUNCED**

The Board will briefly recess then meet in Executive Session at 2:30 p.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session is expected to last approximately 1/2 hour and no announcement in open public session is expected.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board